

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
May 19, 2014  
900 Main Street, Room 229  
Millis, MA 02054**

**CALL TO ORDER:** Sel. Wagner called the meeting to order at 7:37 pm. The following persons were present: Chairman Andrea Wagner, Vice Chairman Christopher Smith, Clerk James Neville, Town Administrator Charles Aspinwall, Susan Vara.

Sel. Wagner spoke of the change in the Board of Selectmen and that at the last meeting on May 12, 2014 at Middle/High School Library the Board was re-organized so now Andrea Wagner is Chairperson, Christopher Smith is Vice Chairperson, and James Neville is Clerk.

**ANNOUNCEMENTS:**

Sel. Wagner read the Proclamation for Memorial Day that she will be reading at the Memorial Day Celebrations on Monday, May 26, 2014. The parade begins at the Church of Christ at 9:00 am with stops along the parade route for special commemorations at Prospect Hill Cemetery, at the Vietnam and Korean War Memorial at Auburn and Main Street, the World War II Memorial at the Veterans Memorial Building and finish at the triangle at the intersection of Exchange, Plain and Curve Streets at the World War I Memorial.

**SELECTMEN COMMITTEE ASSIGNMENTS**

Discussion ensued pertaining to the various committees that need representation from the Board of Selectmen that are now lacking since the retirement of Sel. Vecchi. The Cable Advisory Committee, Cemetery Review Committee, Historical Commission, Niagara Building Committee, Sewer Study Committee, Sidewalk Committee, Drinking Water Committee, Permanent Building Committee, and Norfolk County Advisory Board Designee. Sel. Smith has been appointed to the Permanent Building Committee and Sel. Wagner has been appointed the Norfolk County Advisory Board Designee.

**Motion by Sel. Smith, seconded by Sel. Neville to appoint Sel. James Neville to the Cable Advisory Committee, Sel. James Neville to the Cemetery Review Committee, Sel. Christopher Smith to the Historical Commission, Sel. James Neville to the Niagara Building Committee, Sel. Andrea Wagner to the Sewer Study Committee, Sel. Christopher Smith to the Sidewalk Committee, Sel. Christopher Smith to the Drinking Water Committee. The motion passed unanimously.**

**TRANSFER STATION STICKER PRICE**

Discussion revolved around the hand-out the Jim McKay provided the Board. This year the Transfer Station did a little better than in FY13.

Jim McKay also asked the Board to approve summer hours beginning on June 1, 2014 until September 1, 2014 for Wednesday evenings until 6:45 pm making the summer hours on Wednesdays from 12:30 pm—6:45 pm.

Mr. McKay also spoke of purchasing a 40 cubic yard container with a frame roof totaling a cost of \$6,825 in order to collect televisions, computer monitors, keyboards, laptops, printers, stereo equipment, and the like to recycle. Currently, the Town rents the container and the Town pays per pound to have the

recyclables removed from the facility. It would be more cost effective if the Town owned their own container (see attached). There is money available in the budget now to purchase this container.

Jim McKay also took the opportunity to update the Board as to the condition of the grass in the cemetery. The grubs have destroyed much of the land there this year. He wanted the Selectmen to be advised since Memorial Day will be upon us and people may ask about it. It is too late in the season to fertilize for grubs, but in the fall would be the appropriate time to do so.

**Motion by Sel. Smith, seconded by Sel. Neville to allow the Transfer Station to be open on Wednesdays from June 1, 2014-September 1, 2014 until 6:45 pm. The motion passed unanimously.**

#### **SEWER ABATEMENT**

A request of \$2015.84 for an abatement for the Sewer portion only was requested by Ken Payne and Sanford Mallah from 80 Ridge Street.

The history of their usage was provided and it is apparent that there is a large change in usage, so ultimately 2 new meters were installed. The first one was defective and the second one seems to be working properly. The time the consumers are requesting the abatement is during the period of the improperly functioning meter. This meter was installed in the Fall of 2013 and the second one was installed in February of 2014. There will perhaps be one more request for an abatement since the "old" meter was still being used in the first quarter of 2014, with inaccurate readings. The homeowners have been working closely with the Town to resolve this issue.

**Motion by Sel. Smith, seconded by Sel. Neville to grant a sewer usage abatement to Mr. Ken Payne and Sanford Mallah of 80 Ridge Street in Millis for the third quarter in FY14 in the amount of \$2,015.84. The motion passed unanimously.**

#### **INTERFUNCTION TRANSFER**

To date, the Planning Board has exceeded its' budget for FY14 by -\$1,102.03 due to the many changes in the zoning articles this year. A request for an interfunction transfer in the amount of \$3,838.53 to get through the end of this fiscal year needs to be approved tonight.

**Motion by Sel. Smith, seconded by Sel. Neville to approve the request of an interfunction transfer in the amount of \$3,838.53 from Health Insurance in general government line item to Planning Board expenses in general government line item. The motion passed unanimously.**

#### **POLICE MATRON APPOINTMENT**

Jennifer Gray is currently a public safety dispatcher with the Millis Police Department. She has been trained in suicide intervention as well as searching subjects in custody, and handling detainees. If she were appointed Police Matron, this would require the dispatcher position be designated as a Special Municipal Employee.

**Motion by Sel. Smith, seconded by Sel. Neville to put the positions of Matron and Public Safety Dispatcher as Special Municipal Employee status. The motion passed unanimously.**

Town Administrator, Charles Aspinwall, appoints Jennifer Gray as a Matron for the Millis Police Department.

**Motion by Sel. Smith, seconded by Sel. Neville to approve the Town Administrator's appointment of Jennifer Gray as the Matron at the Police Department. The motion passed unanimously.**

**LIONS CLUB WHITE CANE DRIVE**

**Motion by Sel. Neville, seconded by Sel. Smith to approve the Lions Club request to hold their 14<sup>th</sup> Annual White Cane Drive on May 31, 2014 beginning at 8:30 am until 12:00 pm with a rain date of June 7, 2014. A letter has been submitted also to the Chief of the Millis Police Department for permission to solicit on the roadway at the intersection of Route 109 and Route 115 traffic lights, Exchange and Main and at Milliston Common stop sign onto Milliston Road and Holbrook Square, subject to coordination with the Police Department and the Department of Public Works. The motion passed unanimously.**

**CONTINUANCE OF STORMWATER HEARING 8:30 pm**

Sel. Wagner read a note from Daniel Merrikin from Merrikin Engineering, LLP which states: "Dear Members of the Board: We have completed our responses to each of the comments received for this project and have prepared complete written responses along with revised plans and documents. These responses will be submitted tomorrow. As such, we respectfully request that you continue tonight's hearing without discussion until your next available meeting. I will not plan on attending tonight's meeting unless I am asked to do so. Please do not hesitate to contact me if you have any questions or comments."

**Motion by Sel. Smith, seconded by Sel. Neville to continue the Stormwater Management Hearing for Hickory Hill Subdivision until June 2, 2014 at 8:30 pm. The motion passed unanimously.**

**MAIN STREET CULVERT BOND**

In January, 2013 the Main Street culvert was finished and the final paving was finished on July, 2013. The cost was more than anticipated and the Town needs to borrow an additional \$11,984.

**Motion by Sel. Smith, seconded by Sel. Neville to authorize the Treasurer to borrow \$11,984 for the Main Street culvert project with interest of 1% maturing on May 22, 2015. The motion passed unanimously.**

**CAR WASH REQUEST MILLIS HIGH SCHOOL CLASS OF 2016**

**Motion by Sel. Neville, seconded by Sel. Smith to approve a fundraiser carwash for Millis High School Class of 2016 for Saturday, June 7, 2014 from 9:00 am – 12:00 pm at the Veterans Memorial Building. The motion passed unanimously.**

**CAR WASH REQUEST GIRL SCOUT TROOP 74920**

**Motion by Sel. Neville, seconded by Sel. Smith to approve a fundraiser carwash for Girl Scout Troop 74920 for Saturday, May 31, 2014 from 9:00 am – 12:00 pm at the Veterans Memorial Building. The motion passed unanimously.**

**INFILTRATION/INFLOW REPAIR BID AWARD**

Inland Waters, Inc. of Johnston, Rhode Island was the lowest bidder at \$109,835 to perform the work for Phase III Sewer System Rehabilitation Project. References have been checked and found to be well-qualified for the job.

**Motion by Sel. Smith, seconded by Sel. Neville to award the Phase III Sewer System Rehabilitation Project to Inland Waters, Inc. of Johnston, RI in the amount of \$109,835 which would include \$64,035 as the base bid, \$8,250 as TV sewer services from building to street, \$16,550 to clean grease and roots in sewer mains and manholes, and \$21,000 to scrape and clean 10" sewer main and short liner. The motion passed unanimously.**

#### **ROSENFELD ROAD DRAINAGE IMPROVEMENT PROJECT**

Tro-Con Corporation was the lowest bidder for the Rosenfeld Road Drainage Improvement Project. Their bid package and references have been checked and have been determined that they are a qualified contractor for the project. The bid cost is \$91,768 from Chapter 90 funds.

**Motion by Sel. Smith, seconded by Sel. Neville to award the contract to Tro-Con Corporation of Woburn, MA for the Rosenfeld Road Drainage Improvement Project in the amount of \$91,768 which will come from Chapter 90 funds. The motion passed unanimously.**

#### **VETERANS MEMORIAL BUILDING MASONRY REPAIR PROJECT**

CBI Consulting, Inc. has completed their analysis of the bid from Chapman Waterproofing Co. for the Building Envelope Repairs at the Veterans Memorial Building. Chapman Waterproofing was the lowest bidder at \$341,500 with a favorable recommendation so CBI Consulting, Inc. recommends the Town do award the bid to Chapman Waterproofing Company.

**Motion by Sel. Neville, seconded by Sel. Smith to award the Building Envelope Repairs at the Veterans Memorial Building contract to Chapman Waterproofing Company of Boston, MA in the amount of \$341,500 which would include the base bid of \$329,000, Alternate 1 in the amount of \$5,500, and Alternate 2 in the amount of \$7,000 for building envelope repairs. The motion passed unanimously.**

#### **CONTRACT SETTLEMENTS**

Police Chief Keith Edison and Fire Chief Richard Barrett's salary contracts have been negotiated with the goal of keeping their salaries within the median range of local communities surveyed. These negotiations took place in Executive Session and now they are being announced to the public.

#### **CONTRACT AWARD MELANSON & HEATH**

**Motion by Sel. Smith, seconded by Sel. Neville to authorize the Town Administrator to enter into a contract with Melanson & Heath for FY14 audit services in the amount of \$34,500. The motion passed unanimously.**

#### **ONE-DAY SPECIAL ALCOHOL LICENSE MILLIS AMVETS 495**

**Motion by Sel. Smith, seconded by Sel. Neville to approve a One-Day Special Alcohol License to Millis Amvets Post 495 for an all-alcohol license for the following dates: May 26, 2014 for a cookout, June 22, 2014 for a cookout, July 4, 2014 for a cookout, and September 1, 2014 for a cookout between the hours of 8:00 am – 8:00 pm. The motion passed unanimously.**

### **CAMP KIDSBURY SIGNAGE REQUEST**

**Motion by Sel. Smith, seconded by Sel. Neville to approve the permit for Camp Kidsbury to place signs in front of the Town Hall on Route 109 to advertise for a Glen Ellen summer camp for no more than two weeks to be advertised with coordination with the Board of Selectmen's office. The motion passed unanimously.**

### **ACCEPTANCE OF EASEMENT**

The easement to the Town of Donna M. Ward's Dyer Street property was never recorded. A vote needs to be taken to accept a new Grant of Easement.

**Motion by Sel. Smith, seconded by Sel. Neville to accept a Grant of Easement by Donna Ward for consideration of \$1 paid on "Drainage Easement Plan, Millis", prepared by Carlson Survey Company, Wayne S. Carlson, R.L.S., Millis, MA, dated January 10, 2002. The motion passed unanimously.**

### **PURCHASE OF A BACKHOE**

**Motion by Sel. Smith, seconded by Sel. Neville to contract with Case of New England to purchase a Case Model 2014 590SN-4WD backhoe loader which would include: Case "H" automatic transmission, Chrome exhaust stack, (2) hooks, asphalt cutter, and a power angle plow with a total cost of \$80,060 and the purchase will be made through the MassDOT contract #MDOTWESTON061. The motion passed unanimously.**

### **SIGNAGE REQUEST GIRL SCOUT REGISTRATION**

**Motion by Sel. Smith, seconded by Sel. Neville to approve the signage request to place 2 x 4 signs to advertise Girl Scout registration at the triangle by the American Legion, at the triangle near Oak Grove Farm known as Holbrook Square, on at the corner of Auburn Street near the old library, and one each at the entrance and exit of the Veterans Memorial Building to be placed on Tuesday, May 27, 2014 and removed on Wednesday, June 4, 2014. The motion passed unanimously.**

### **MINUTES APPROVAL**

**Motion by Sel. Smith, seconded by Sel. Neville to approve the Regular Session meeting minutes for May 12, 2014 as written. The motion passed unanimously.**

### **ADJOURNMENT at 9:15 pm**

**Motion by Sel. Smith, seconded by Sel. Neville to adjourn. The motion passed unanimously.**

Respectfully submitted:

Susan K. Vara